



TENNESSEE  
STATE DEPARTMENT OF EDUCATION  
*Division of Special Education*  
5th Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee 37243

**MEMORANDUM**

**To:** Special Education Supervisors  
**From:** *NM* Nan McKerley  
**Date:** November 6, 2002  
**Subject:** December Census Reporting for Systems Using the Census Program

It's almost time to report your December, 2002 Census and October Court Report. We are asking all systems that are using the Census Program to generate both a disk and paper report from the program for the December Census. The instructions for completing this procedure are attached. Once the required child counts are submitted to Washington, the individual school system/agency counts cannot be revised upward. A copy of the December 1 data file must be maintained by the school system/agency for use in monitoring and census verification. Please remember that federal funds are generated from the data you submit for December, therefore, the accuracy of this report is of utmost importance. It is your responsibility to review the generated reports and ensure they are accurate. Do not hand alter report totals on the generated reports. These reports are derived from the individual student data in your December file. If the reports are not accurate, individual student records must be changed prior to reprinting the reports.

It is important to ensure students are not duplicated on the December census. The statewide census data will be searched for duplicate students after the December census is received. An explanation will be requested on all students that appear to be reported more than once. **Please note that December 1 falls on a Sunday this year. Please use December 2<sup>nd</sup> as your count date.** Remember to check your December 1, 2002 count against your December 1, 2001 count to ensure there is not a significant discrepancy. Please note that the October Data Report should include information from October 1, 2002.

*Please note that your federal allocation is dependent upon your December census being received in this office on time.* Your December census/October data reports are due no later than **Friday, December 13, 2002**, and should be mailed to me at the following address:

Nan McKerley, Director of Management Services  
Division of Special Education  
Department of Education  
5<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0380

If you have questions related to special education content issues (i.e., how to count students for funding purposes, court report date) call me at (615) 741-7796. If you have any questions concerning the operation of the Census Program, please call D & A Systems at (615) 449-3318. Leave a message and someone will return your call to answer your questions.

nm/bt

Enclosure

cc: Joseph Fisher  
Management Consultants  
Compliance Consultants

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**DECEMBER 1, 2002 CENSUS**

**OF**

**CHILDREN AND YOUTH WITH DISABILITIES**

**Due: December 13, 2002**

**Please return the attached forms to:**

**Nan McKerley**  
**Tennessee Department of Education**  
**Division of Special Education**  
**5<sup>th</sup> Floor, Andrew Johnson Tower**  
**710 James Robertson Parkway**  
**Nashville, TN 37243-0380**

**The information provided on the following forms/disks is accurate and documentation is available for review to support this data.**

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**System Name**

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**Director's Signature**

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**Date**

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**System #**

# **Instructions for Completing the December 1, 2002 Census for Systems Using THE CENSUS PROGRAM by D&A Systems, Inc.**

Step 1: Update your Master Student File.

Make all of the changes that you need to make to your Master student file prior to completing the steps outlined below.

Step 2: Make a back-up of your files.

Choose UTILITIES MODULE on the Main Menu.

Choose G. BACKUP OR RESTORE FILES

Choose K. ALL DATABASE FILES

Note: The purpose of this step is to make sure you have a complete backup of all your files before continuing. Making a Daily Backup on one disk and a December backup on another disk may also complete this.

Place a blank formatted disk in your floppy drive.

Enter the letter for your floppy drive (usually A).

Follow any other prompts you might encounter.

Exit back to the UTILITY MENU

Step 3: Create the December Reporting Period File and Disk.

Choose I. CREATE BOTH FILE AND DISK

Choose DECEMBER REPORTING PERIOD

Note: If you already have a December file on your hard disk, the program will ask if you want to Overwrite the December File (Y/N)? (Enter Y if you have completed step 2 above). Enter the password when prompted. The password is stored in the System file.

Place a blank formatted disk in your floppy drive.

Enter the letter for your floppy drive (usually A).

Follow any other prompts you might encounter.

Exit back to the MAIN MENU.

Step 4: Print the Child Count and FAPE Reports.

Choose the REPORTS MODULE on the Main Menu.

Choose the FEDERAL REPORTS MENU

Choose the DECEMBER FILE

Print the Child Count Report

Choose S. CHILD COUNT REPORT

Enter 12/02/2002 for the Report Date.

Enter P for Printer

Print the FAPE Report

Choose T. FAPE REPORT

Enter 12/02/2002 for the Report Date.

Enter P for Printer

Step 5: Exit the Federal Reports Menu to return to the Reports Module.

Step 6: Print the Status of Service and Inappropriately Served Reports.

Choose K. Status of Service

Enter 10/01/2002 for the Report Date.

Enter P for Printer

Choose L. Inappropriately Served

Enter 10/01/2002 for the Report Date.

Enter P for Printer

Step 7: Manually complete the Certification – Children with Suspected Disabilities (part of the court report) and Table 3 of the FAPE Report.

Step 8: Review all reports to ensure the data is accurate. If the report totals are not accurate, make any necessary changes to individual student records and rerun reports until they are accurate. Please note that if changes are made to your MASTER File after creating the DECEMBER File you will need to recreate the DECEMBER File and Disk by repeating Step 3 above.

Step 9: Label the disks, have the reports signed, and mail all by December 13, 2002.

**Table 3**

**Part B: Individuals With Disabilities Education Act  
Implementation of FAPE Requirement**

**2002-2003 School Year**

System Name:

System Number:

Section E:      Duplicated Count of Children With Disabilities  
Enrolled in Private Schools Not Placed Or  
Referred By Public Agencies

Children With Disabilities Enrolled In Private  
Schools Not Placed Or Referred By Public  
Agencies

Ages 3-21

Total
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**INSTRUCTIONS:**

Duplicative Count of children with Disabilities Enrolled in Private Schools Not  
Placed or Referred by Public Agencies.

Enter the total number of children reported in the sections above who have been  
enrolled by their parents or guardians in regular parochial or other private  
schools and whose basic education is paid through private resources and who  
receive special education and related services at public expense from a local  
educational agency.

**Date of Census:        October 1, 2002**

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**School System**

**Date Due:                December 13, 2002**

**CERTIFICATION**  
**Persons Suspected of**  
**Being Disabled**

For each age please provide an unduplicated count of all persons who have been screened and referred for special education services but have not yet been evaluated.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

For each age please provide an unduplicated count of all persons who have been evaluated for a disability but have not yet been determined to be eligible for special education services.

Age	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	Total
Count																							

The above information is accurate and represents an unduplicated count of all persons in this agency who were **suspected** of being disabled